



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**ALABAMA DEPARTMENT OF MENTAL HEALTH**  
NORTH ALABAMA REGIONAL HOSPITAL  
4218 HIGHWAY 31 SOUTH  
DECATUR, ALABAMA 35603  
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JIM REDDOCH  
COMMISSIONER  
RANDY PHILLIPS  
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION  
EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Fiscal Manager II

**NUMBER:** 13-03

**JOB CODE:** K4000

**DATE:** March 8, 2013

**JOB LOCATION:** North Alabama Regional Hospital  
4218 Highway 31 South  
Decatur, AL 35603

**POSITION #:** 8834128

**SALARY RANGE:** 78 (\$47,757.60 -- \$72,686.40 Annually)

**QUALIFICATIONS:** Bachelor's degree in Business Administration or current status as a Fiscal Manager I with experience (24 months or more) in business or public management, including some (12 months or more) supervisory or administrative experience.

**KIND OF WORK:** This is a highly responsible administrative and fiscal management position directing the accounting and budgetary activities at a state mental health hospital for the acute mentally ill. The employee in this class is responsible for the overall planning, directing, and coordinating of all budgetary, fiscal, and accounting activities of the hospital. Job duties and responsibilities include but are not limited to the following: Conduct / manage hospital financial operations involving the budgeting, dispersion and accounting for state funds allocated to the hospital. Supervise / direct the work of financial service and various support service staff. Collect / compile financial information. Develop and maintain various accounting spreadsheets and databases. Evaluate and process financial information. Review / oversee all Medicare, patient accounts and accounts payable activities. Prepare Budget Request and Budget Status Report. Monitor expenditures versus budget. Prepare and monitor development of Medicare Cost Report. Plan / administer hospital administrative support operations such as admissions, warehouse operations, laundry services, and contractual services. Ensure Financial Services compliance with applicable JCAHO, CMS and DMH standards.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to supervise, plan and coordinate the work of a small office staff. Extensive knowledge of the principles and practices of fiscal management. Thorough knowledge of state, federal and other funding sources, rules and regulations. Knowledge of principles and practices of governmental

accounting. Ability to analyze financial / operational issues and apply sound judgment. Ability to establish and maintain good working relationships with all levels of staff and interact with patients, vendors, sponsors, etc. in a professional manner. Knowledge of Medicare, JCAHO and Social Security regulations. Strong working knowledge and experience with computer and various Microsoft programs, particularly Microsoft Windows, Word and Excel. Ability to process / compile information and generate / interpret financial reports. Ability to communicate effectively both orally and in writing.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience and education and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. ***Drug screenings and security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.***

**HOW TO APPLY:** Use an official Application For Professional Employment which may be obtained from this office, any DMH facility Personnel Department, or online at [www.mh.alabama.gov](http://www.mh.alabama.gov). Application should be returned to the Personnel Office, North Alabama Regional Hospital, 4218 US Highway 31 South, Decatur, Alabama 35603 by **Until Filled** in order to be considered for this position. **An official copy of your academic transcript from the university or college from which you received your degree(s) is required and must be forwarded directly by the university or college to the Personnel / Human Resources Department at the above address.**

***“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”***